



Request for Proposals for Graphic Design to Citizens for Modern Transit

Citizens for Modern Transit (“CMT”) is seeking a consultant to assist CMT with an invite for an upcoming event – *Livability Matters: Transportation Choice and Connections*. This event will focus on transportation as it impacts the livability of a community. This project will include the creation of an invitation (oversized postcard) and web graphics.

A detailed budget breakdown for each task/item listed above will need to be included with proposal.

CMT encourages disadvantaged, small, women-owned, and/or minority business participation.

Proposals are due on Dec. 4, 2015, at 4:00 p.m. local time to the following address:

“Transit Rider Initiative Program”
c/o Kimberly Cella
Executive Director
Citizens for Modern Transit
911 Washington, Ste. 200
St. Louis, MO 63101

Late proposals will be returned unopened. Three (3) printed copies and one electronic copy via email (kcella@cmt-stl.org) from a firm principal committing the proposal for a minimum of ninety (90) days need to be delivered by 4 p.m. on the date specified above. **Faxed proposals or proposals submitted with an inadequate number of copies will be deemed non-responsive and not accepted. Work product designs will need to be completed no later than Dec. 30, 2015.**

CMT will post any supplemental information as necessary on the CMT website:
www.cmt-stl.org.

All proposals submitted in response to a CMT request for proposal (RFP) will initially be evaluated using the following criteria (each weighted equally):

1. *Qualifications of person/firm conducting the work*
2. *Proposal Quality*
3. *Product samples – samples provided and/or on firm website need to be relevant to work being asked to be completed.*

Once the proposals are narrowed down to the top candidates using these criteria, the final selection will be determined with consideration to price and the above criteria. The proposal providing the best value to the project will be selected. CMT will award the work to the responsible firm whose proposal is most advantageous to the project, with price and other factors considered. CMT reserves the right to reject any proposals deemed non-responsive to the RFP. CMT reserves the right to reject all proposals if the competitive process is not met and may reissue the RFP with or without changes.